

Call to Order

Jim Row began the meeting at 6:10 p.m.

Present

| | | |
|-----------------|-------------------|---------|
| Board Chair | Vacant | Vacant |
| Board Secretary | Rosetta Wangerin | Present |
| Member | Joseph Nicoletti | Present |
| Member | Judy Wesemann | Present |
| Member | Eric Morris | Present |
| Member | Charlene Williams | Present |
| Member | Alexa Morris | Present |

Staff present: Jim Row, Community Services Director; Stu Spence, Recreation Services Manager; Debbie Wadliegh, Facilities and Aquatics Manager; Paulette Zastoupil, Clerk.

1. REVIEW CITY COUNCIL GOALS

Jim briefly discussed the 2007-2009 City Council Goals. He mentioned that with the economy and the current budget restraints, he doubted there would not be surplus budget money for any additional fund requests the 2008-2009 budget process.

2. PROJECT DISCUSSION

Jim updated the Board on the following projects. Jim will then ask the Board to prioritize these projects. He explained to the Board how this ranking process benefits him throughout the year with agenda items for City Council and grant writing.

- **Aquatic Center HVAC**

The equipment has been ordered, the installation date is April 27, 2009 and closure will be 2 weeks.

- **Parks and Recreation Comprehensive Master Plan**

Jim explained that the Plan would need to go to the Planning Commission, followed by a public hearing at a City Council meeting. The required 45 day notification to the Department of Land Conservation and Development was recently submitted by the Community Development Department. So, the Plan should be ready to proceed to the Planning Commission by late February.

- **SDC Methodology Update**

The City's SDC Methodology was last updated in 1999. Another update is funded in the current fiscal year. Jim reported that this project may be pushed forward to next year if time runs short. Discussion took place on the political issues in updating the methodology, related to the poor state of the economy and the housing market. Jim explained that he would recommend to the City Council that we go ahead and complete update the SDC Methodology regardless. They may then choose whether or not to fully implement the recommended fees at that time.

- **Mill Creek Greenway Phase I**

Jim gave each Board member a drawing of the trail design. The wetland permits will be submitted in the next couple of weeks and the project will go out to bid around the end of

February. The project is expected to start on July 1, 2009, with a 30-45 day construction period. Jim is still negotiating property line adjustments, and when finalized, they will need to go to City Council for approval. Discussion took place on the property line adjustments, contract issues, trail surface and the proposed parking lot.

- **Playground Replacement**

Jim gave a brief history of this City Council adopted initiative. Jim shared the updated playground ranking which shows Wyffels Park as the top ranked playground for replacement. Discussion on budget, grant issues for this project took place. Rosetta stated her desire to complete this project and will be meeting with Jim to discuss the possibilities and limitations of fund raising.

- **Aquatic Center Expansion - Community Arts & Cultural Center**

Jim explained that with the process of hiring a new City Administrator, new Community Development Director, and election of three new City Council members, the discussion of these projects has stagnated. He plans to sit down with the City Administrator to discuss these projects very soon. Since it has been a year that discussion on these projects have taken place, Jim would, ideally, like to schedule a workshop with the City Council and the Recreation and Park Board. This would provide an opportunity to update them, show concept plans, and allow for questions to be addressed. Discussion took place on the Woodburn Foundation, its 501(c) 3 status, and a possible partnership with Chemeketa and Woodburn School District.

- **Legion Park Master Plan**

Jim shared the 2003 Legion Park Master Plan concept plan to the Board. Discussion took place on the placement of the Community Center and sports field. Jim explained the use of SDC funds, and that this project will be difficult to fund.

- **Settlemier Park Master Plan**

Jim shared the 2003 Settlemier Park Master Plan concept plan to the Board. Discussion took place on the footprint of the Aquatic Center expansion, tennis courts and to daylight the underground creek.

- **Centennial Park Phase IV**

The consultant is 50% finished with the concept drawings. They will be taking a closer look at the rough budget, which currently sits at \$2.5 million. Jim explained why they are looking at lighting the four baseball fields, and laying conduit for future soccer field lighting. Jim will apply for Oregon Lottery dollars in April 2009 to fund the final phase.

- **Burlingham Park Master Plan**

Our Master Plan consultant team has recommended that we develop a master plan for Burlingham Park because it is so heavily used and serves an isolated section of the community. Jim recommends that we wait a bit to initiate this project, given the fact that we currently have so many unfunded plans. Discussion took place on providing the park with affordable amenities, such as additional picnic tables and benches.

- **Downtown Plaza Gazebo**

Erection of the gazebo is scheduled for February 7, 2009. Woodburn Public Works maintenance staff is currently in the process of setting the anchor bolts. Woodburn Rotary Club volunteers and Public Works maintenance staff will then work to erect the structure on February 7. Discussion took place on the ribbon cutting date, and a

Park and Recreation Workshop Minutes

January 13, 2009

6:00 – 8:30 p.m.

providing a special recognition plaque for the money donors that made this project possible.

- **Off Leash Dog Areas**

This is a project that Jim is moving forward with. He explained that it would possibly include an unfenced area at Senior Estates Park for small dogs, and a similar area at Legion Park for dogs of all sizes. Centennial Park is still the preferred site for a large, fenced dog park. He hopes to implement the unfenced off-leash areas this spring, once the necessary city ordinances have been revised and rule signage has been developed.

3. Project Prioritization

The Board members were asked to prioritize the following 9 projects. They were asked to assign a 1-9 score to each project, with 1 representing their highest priority and 9 representing their lowest priority. They could use each number (1-9) only once. The projects with the highest scores will represent the Board's highest priorities for the coming year. The results follow:

| 2009 Project List | Rosetta | Eric | Charlene | Judy | Alexa | Joseph | Average | Rank |
|---------------------------------------|---------|------|----------|------|-------|--------|----------------|-------------|
| Mill Creek Greenway Phase I | 3 | 3 | 3 | 1 | 1 | 3 | 2.3 | 1 |
| Playground Replacement Program | 1 | 1 | 1 | 7 | 4 | 1 | 2.5 | 2 |
| Implement Legion Park Master Plan | 4 | 6 | 6 | 2 | 3 | 2 | 3.8 | 3 |
| Centennial Park Phase IV | 2 | 4 | 4 | 5 | 5 | 4 | 4.0 | 4 |
| Aquatic Center Expansion | 5 | 2 | 9 | 4 | 2 | 8 | 5.0 | 5 |
| Implement Settlemier Park Master Plan | 6 | 7 | 7 | 3 | 6 | 5 | 5.7 | 6 |
| Create Off Leash Dog Area | 8 | 5 | 2 | 6 | 7 | 9 | 6.2 | 7 |
| Create Burlingham Park Master Plan | 9 | 8 | 5 | 9 | 8 | 7 | 7.7 | 8 |
| Cultural Arts Community Center | 7 | 9 | 8 | 8 | 9 | 6 | 7.8 | 9 |

For comparison, the 2008 Project Prioritization List, is as follows:

| 2008 Project List | Bruce | Rosetta | Eric | Joseph | Charlene | Average | Rank |
|---------------------------------------|-------|---------|------|--------|----------|----------------|-------------|
| Playground Replacement Program | 1 | 2 | 2 | 1 | 1 | 1.4 | 1 |
| Centennial Park Phase IV | 2 | 1 | 1 | 6 | 2 | 2.4 | 2 |
| Mill Creek Greenway Phase I | 3 | 4 | 5 | 2 | 3 | 3.4 | 3 |
| Aquatic Center Expansion | 4 | 3 | 3 | 4 | 5 | 3.8 | 4 |
| Implement Legion Park Master Plan | 6 | 5 | 4 | 3 | 4 | 4.4 | 5 |
| Implement Settlemier Park Master Plan | 5 | 6 | 6 | 5 | 6 | 5.6 | 6 |
| Cultural Arts Community Center | 7 | 7 | 7 | 7 | 7 | 7 | 7 |

Meeting adjourned at 8:10 p.m.

Rosetta Wangerin, Board Secretary

Paulette Zastoupil, Recording Secretary

Date_____

Date_____